

Self-Appraisal and Need Assessment

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Self-appraisals are crucial component of providing a complete picture of performance of individuals. To be effective and efficient, the training programs must start with self-appraisal and needs assessment. Long before actual training occurs, the organization must determine the: who, what, when, where, why and how of training. To do this, the training manager must analyze as much information as possible about the trainees. The need assessment and self-appraisal exercise brings out strong feelings of the trainees and can help to reduce the gap between the expectations of the trainees and what they actually get from training. It is very important to conduct performance appraisals. It is an opportunity for an honest assessment of how you are doing. If done properly, performance appraisals can be a valuable tool for improving the outcome of the training. Merely filling out a performance appraisal form is not enough. You need to collect information, set goals, and evaluate your own performance.

Steps for providing good self-appraisal:

- Share your accomplishments and success
- Describe your skills and abilities which you have achieved in past
- Share your challenges: Be candid about your challenges of the year
Describe the steps you will take in the year ahead to address them
- Be honest. Don't embellish your accomplishments. Think hard about how you choose your ratings for yourself
- Take the time needed to do justice with the self-appraisal
- Treat your self-appraisal like a work of art that builds over time

A successful performance appraisal process involves explaining jobs, communicating expectations, observing and documenting behavior and providing frequent informal feedback. Self-appraisal helps in understanding individual strengths and weaknesses, mutually understand the expectations for performance and determining the training needs of the trainees. A good training plan must be geared to help the trainees to fulfill their overall needs.

Six steps to completing a great self-appraisal

1. Share your brilliant successes. Look at previous feedback received, projects you've completed and initiatives you've launched — all excellent fodder. If you haven't done so in the past, start keeping a performance journal. It will make your next self-appraisal that much easier to complete.

2. Share what you've learned. What have you learned in the past year? Look to identify the ways in which you've been able to enhance your skills; describe the new skills you've mastered and how they've helped you in your career development.

Describe how you've applied these new skills to your job and how they support the goals of your department and organization.

3. Share your challenges. This isn't an annual opportunity for shameless self-promotion. It's an opportunity for some humility. Be candid about your challenges in the year. Describe how you overcame them or the steps you will take in the year ahead to address them.

4. Be honest. Don't embellish your accomplishments. Think hard about how you choose your ratings for yourself. Your manager will likely want you to support your ratings so be prepared to provide examples of your successes (why you deserve that high rating) and examples of your not-so-great performance (why you may deserve a weaker rating).

5. Take time to do it well. Your manager can tell if you rushed your self-appraisal. So take the time needed to do it justice (schedule time for it in your calendar!). After all, your self-appraisal is all about you, and you're worth it! Use all the space/features provided in the form to tell your story.

6. Don't attempt to complete it in one go. Treat your self-appraisal like a work of art that builds over time. You'll be much happier with the end result if you give yourself time to reflect and carefully support your self-assessment. As I mention above, use examples to support your assertions, and please, *please* make sure that you spell- and grammar-check your documents. These are all signs of how seriously you take the process and its importance to you.

Need Assessment

Need analysis establishes relevance for training. Need assessment means identification and prioritization of training requirements. Training needs analysis is the diagnosis by the organization to know what the learning needs of its trainees are. It helps to work on the areas in which employees need skill development. The results of a needs assessment can then be used to plan instructional objectives, and the design and delivery of the training program. Training becomes something not simply given to the participants, but something in which they participate. The need assessment is done to check the current and desired job performance, they desired field of interest and where they needed to be in tomorrow and in future so that they may be provided on job training in their area of interest and educational profile, which will in turn improve their skills in the desired area and increase the quality of training.

A **needs assessment** is a systematic process for determining and addressing needs, or "gaps" between current conditions and desired conditions or "wants". The discrepancy between the current condition and wanted condition must be measured to appropriately identify the need. The need can be a desire to improve current performance or to correct a deficiency.

A needs assessment is a part of planning processes, often used for improvement in individuals, education/training, organizations, or communities. It can refine and improve a product such as training or service a client receives. It can be an effective tool to clarify problems and identify appropriate interventions or solutions. By clearly identifying the problem, finite resources can be directed towards developing and implementing a feasible and applicable solution. Gathering appropriate and sufficient data informs the process of developing an effective product that will address the group's needs and wants. Needs assessments are only effective when they are ends-focused and provide concrete evidence that can be used to determine which of the possible means-to-the-ends are most effective and efficient for achieving the desired results.

Needs assessments can help improve the quality of policy or program decisions—thus leading to improvements in performance and the accomplishment of desired results. Improving results—that is, moving from current to desired performance—is typically a worthwhile and valuable effort. The results of a needs assessment will guide subsequent decisions—including the design, implementation, and evaluation of projects and programs that will lead to achieving desired results.

There are three perspectives on need in a needs assessment; perceived need, expressed need and relative need.

1. Perceived needs are defined by what people think about their needs, each standard changes with each respondent.
2. Expressed needs are defined by the number of people who have sought help and focuses on circumstances where feelings are translated into action. A major weakness of expressed needs assumes that all people with needs seek help.
3. Relative needs are concerned with equity and must consider differences in population and social pathology.

The self-appraisal and need assessment activity conducted in this training programme is given below.

Self - Appraisal and Need Assessment

1.	Name (IN BLOCK LETTERS)	
2.	Address :	
3.	Age:	
4.	Mobile no:	
5.	Email address	

Personal Details:

Sl.No	Name	Relation	Age	Education	Income	Remarks
1.						
2.						
3.						
4.						

Educational Qualifications:

Sl.No	Name of the educational institution	Degree	Year	University	Mark
1.					
2.					
3.					
4.					

Training Experience

Sl.No	Name of the institution	Area	Year	Experience gained	Experience used	Remarks
1.						
2.						
3.						
4.						

Work Experience

Sl.No	Name of the Organization	Degree	Period of Work		Responsibilities	Current Status
			From	To		
1.						
2.						
3.						
4.						

SELF-APPRAISAL**What is your aim and ambition in life?**

Who is the person who has influenced the most in your life and How?

Do you make self-evaluation for developing yourself? Yes / No
If Yes, How

What do you feel as the greatest achievement in your life?

The most cherished moment in your life?

How creative you are in doing things? Cite one example which comes to your mind

Which aspect has given you the greatest satisfaction in life?

Family / Education / Finance / Friends / Spirituality / Others

What aspect has given you the least satisfaction in life?

Family / Education / Finance / Friends / Spirituality / Others

What were the most important challenges you faced in your life? Cite one incident which could be shared

Were you able to solve and if Yes, How could you face / solve the same?

How do you plan to overcome your difficulties- personal / social?

What are the goal you believe exists which still has to be achieved?

What are your goals for this year?

How do you plan to go further in fulfilling the goals?

Do you feel secure with your family / friends?

List out your major Strength / Weakness

Strength:_____

Weakness: _____

Do you agree that women need to work? If Yes Why?

Do you feel gender equality is possible in all area and is it necessary?

Do you feel that women are having enough security in the present society? If, not point out the reasons for it

**Are you happy with the present level of women empowerment? Yes / No
 If No, your suggestions for improving women empowerment**

List the most important qualities in you?

Are you willing to go for job?

What do you consider to be your work related strengths and weaknesses?

Strength: _____

Weakness: _____

Who is the biggest support for you opting for job?

Do you have written clear and well defined goals for your future job activities? State Yes or No, If Yes...

What is the biggest hindrance in your life?

With whom do share your feelings and How often?

Who will be the first person you will depend on when you are in a critical situation?

What all factors influence you while taking a decision (personal / professional)?

How confident are you to tackle a situation?

Do you try to maintain good relationship and connect with people whom you have met during your professional / personal life?

Always / Sometimes / Never

Self appraisal is an important part of the performance appraisal process where the employee himself gives feedback or views regarding his performance. Self appraisal means to figure out what your strengths and weaknesses are, take an honest look at yourself.

Need Assessment

Which sectors are you interested as a part of building your career?

- | | | |
|--------------------|-----------------|--------------------------|
| a. Fisheries | b. Business | c. Garments & Textiles |
| d. Supermarkets | e. Housekeeping | f. Agriculture |
| g. Catering | h. Social Work | i. Politics |
| j. Self-Employment | k. Research | l. Others (specify)..... |

Please indicate your current job level

- | | | |
|----------------------|--------------------------|------------------|
| a. Teacher | b. Office staff | c. Self employed |
| d. Trainee / Student | e. Entrepreneur | f. Supervisor |
| g. Home maker | h. Others (specify)..... | |

What all factors influence you while selecting your job?

- | | | |
|--------------------------|------------------|------------------|
| a. Salary | b. Designation | c. Location |
| d. Boss | e. Reputed Firms | f. Working Hours |
| g. Others (specify)..... | | |

Which type of training do you prefer most?

- | | | |
|-----------------------|---------------------|-------------|
| a. Classroom | b. Video | c. Internet |
| d. Practical Sessions | e. Group Discussion | |

**What type of employment do you prefer – Full time / Part time /
What type of work culture do you think is more effective – Individual /
Team Work?**

What are the factors that you need to develop in improving your job

Factors that are limiting your work

- | | | |
|---------------|--------------------------|------------------------------|
| a. Family | b. Physical disabilities | c. Location |
| d. Colleagues | e. Nature of work | f. Boss & Co-worker relation |

Have you ever faced any issues previously in your job?

Do you have previous work experience? Yes / No

Reason for quitting your previous job

Were you comfortable while working with your Superiors / peers?

Do you have a teambuilding spirit; if yes cite a good experience

Do you enjoy working as a team; if yes cite a memorable accomplishment

If you are given a duty by your superior, how will you accomplish it?

Individually / Seek Support / Share it with others / Pass on to others

Do you think future training and professional development is needed for your career

How often do you feel that training should be imparted to you during your career development for the future?

What do you feel is that prevent you from meeting or achieving your targets?

Would you like to provide any other details here?

What is the most preferred area/ institution where you would like to have your job placement training for a month (in order of preference)

1.

2.

3.

(Tourism / Co-operatives / Administration / Hospitality / Research / Textiles / Sales & Marketing / Customer care /Any Others _____)